



# MS-Excel® Projects for School Use

## Why go this route?

- To become a confident, eager user of Microsoft-Excel.
- To use the computer to track information that matters.
- To simplify calculations—like averaging—by letting the computer do them for you.
- To create charts and graphs to report and share data.

## You'll know you've arrived when...

- You can use Microsoft Excel to create a spreadsheet
- You can turn those spreadsheets into charts and graphs reflecting your data.
- You can use your spreadsheet as a grade-book and calculate student grades automatically... or as an attendance book and search for patterns, and print graphs for discussion... or to track student achievement against Grade Level Content Expectations.
- You can post charts and graphs of your data to share with others.

## Construction Zone

Please note that volumes have been written about how to use Microsoft. The intent of this document is not to replace those resources. This packet was designed to give you specific instructions on how to create a basic spreadsheet, such as the one for tracking standards in MI-Map Packet 6:2. The directions are written for beginners who possess basic computer skills. You will need to complete the tasks while using the computer. The directions are written for P.C. (not Mac) operating systems.



## It's about TIME

- Time required to complete each project will vary based on your data entry skill, complexity of the data you're analyzing and skill in the use of MS-Excel.




## Potential COSTS

- Costs should be minimal. Most computers come with Microsoft installed as standard software.
- Paper and ink cartridges are on-going expenses of producing documents.

## The Process

*A step-by-step guide to  
producing appealing documents  
in MS-Excel, for school use.*

**NOTE:** Steps marked with a  are accompanied by one or more inserts, included in this packet.

### 1 Be sure that MS-Excel is the application you need.

MS-Excel is great for handling information that's mostly lists of numbers, names or categories. This packet will help you arrange them into a "spreadsheet."

If your project mostly contains lines of text (with an illustration or two) it's probably best handled by MS-WORD; see MI-Map Packet 9:1 if it's mostly graphics, or a few bullet-points to a page, try MI-Map Packet 9:3 to use MS-POWERPOINT.

### 2 Open MS-Excel.

You may find an icon (usually a "X") on your screen's "desktop. You may need to click a "start" button on the taskbar at the bottom or top of your screen, and look for the "X" icon in the pop-up menu there. If you still don't see it, look for "Programs" and see if the icon appears when that pop-up menu opens. If not, look for "Microsoft" to open a pop-up sub-menu with MS-Excel.

### 3 Check what version you're using.

If you are using a version other than Microsoft Excel 2000, the screen prints may not match yours exactly. Follow as best you can, choosing what looks like the most similar choice. It will often work.

### 4 Get to know the basics of a spreadsheet.

Use Insert for Step 4 to find out what a spreadsheet is and how to open the program.

### 5 Enter Data on your spreadsheet.

Use this section to learn how to enter student names and place them in alphabetical order. Find out how to insert or delete rows and columns. See Insert for Step 5.

### 6 Perform basic calculations with the data.

Use Insert for Step 6 to learn how to add or average student scores.

### 7 Name, save and print your spreadsheet.

Refer to Insert for step 7 to learn how to insert a heading or title for your spreadsheet. Learn how to save your file and print the file in this section.

### 8 Creating charts and graphs

Use this section to learn how to create a bar graph, a pie graph or line graphs using your data from the spreadsheet. Obtain hints for saving ink while printing your documents. Insert 8 will help with this step.

Note: Projects contain a picture of a mouse indicating the degree of difficulty.

easy



hard



## **Getting more mileage from using MS-Word to produce appealing documents**

*How using your computer skillfully helps your school in regards to the following initiatives:*

### **No Child Left Behind (NCLB)**

- Professional-looking documents will help present your ideas.

### **Education YES!**

- Displaying your indicators may be easier in these MS-Excel formats.

### **MI-Plan**

- Several MI-Plan steps call for calendars and agendas.



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## Resources

### Books

#### ***MS-Excel 2002 For Dummies.***

**Greg Harvey.**  
**For Dummies Publishing, 2002.**

These lighthearted, easy-to-read books are a great way to feel your way into a working familiarity with Microsoft technology, and the Excel version is no exception.

### People

#### **Specialists**

Most Intermediate School Districts have a specialist working with schools on technology use in their service areas. Some offer computer classes.

#### **Coaches**

The *Alliance for Building Capacity in Schools* website lists coaches whose training has been provided by Michigan State University and supported by the Michigan Department of Education. Some are active in school improvement implementation in Michigan schools. Please visit:

[www.abcscoaches.org](http://www.abcscoaches.org)

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